

広報番号： Announcement No.	USNH-08-09
募集締切日： Closing Date	16 Apr 09
発行日： Date of Issue	27 Mar 09

#### 4.募集範囲 Area of Consideration

- ☒ 現 MLC/IHA 従業員（部隊内）  
Current MLC/IHA Employee within Activity
- ☒ 現 MLC/IHA 従業員（通勤圏内）  
Current MLC/IHA Employee in commuting distance
- ☒ 現 MLC/IHA 従業員（全在日米軍）  
Current MLC/IHA Employee Japan Wide
- ☒ 外部 Off Base Applicant

**5.雇用の種類** Type of Employment

☒ MLC

☐ IHA ☐ HPT

☒ 常用 Permanent

☐ 限定 Limited Term (ヵ月 Months)

<b>1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LAD <u>2</u> )</b>  <p style="text-align: center;">Hospital Receptionist, #84</p> <p>Acceptable trainee level:</p> <div style="display: flex; justify-content: space-around;"> <div><input checked="" type="checkbox"/> 事務系 Administrative</div> <div><input type="checkbox"/> 技能系 Blue Collar Trade</div> <div><input type="checkbox"/> 保安系 Security</div> <div><input type="checkbox"/> 医療系 Medical</div> </div>	<b>募集人数</b> No. of Recruitment  <p style="text-align: center;">1 名</p>
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**2.部隊** Activity  
U.S. Naval Hospital, Yokosuka  
Orthopedic Section  
**勤務場所** Working Place: 横須賀市泊町 Tomaricho, Yokosuka

3.勤務時間 Work Schedule ( 週 40 時間制 hrww )  
 勤務日 Work Days: Mon-Fri  
 勤務時間・休憩 Work Hours/Recess Period: 0730-1615/1130-1215  
☐ 夜勤 Night Shift      ☒ 残業 Overtime      ☐ 出張 Business Travel

<p><b>6.職務内容 Duties</b></p> <p>Receives visitors and answers their inquiries about treatment and examination procedures. Obtains information from visitors concerning name, rank, telephone number, symptoms, etc. Explains procedures or escorts personnel to their proper destination. Makes appointments in accordance with prescribed schedule and informs personnel concerned of time and date for treatment or examination. Coordinates flow of patients from the desk to the treatment rooms, clinics and other sections. Maintains various records of outpatients, and appointment registered for treatment and examination. Duties require a thorough knowledge of all applicable regulations, policies and procedures for the establishment.</p> <p>Perform other related or incidental duties as assigned.</p>	
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**7. 資格要件／身体条件** Qualification/Physical Requirements

- a. One year of general work experience in any field. If applicant does not have such experience, completion of 2-years Junior college/2-years of technical school or 4-years degree in any field.
- b. Knowledge of customer service concept and practices.
- c. Skills in operating software such as Microsoft Word, Excel, and Outlook.
- d. Ability to speak, read, and write English at average proficiency level (LAD-2).
- e. Ability to speak, read, and write Japanese at native language level.

Handicapped applicants may be accepted depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☒ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力  
Exceptional

學歷 Educational Background : N/A	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8
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8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	

## 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは 0600 時より、1800 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka  
内線/Extension 243-8152 JN Employment Division (N132)

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
管理第一係 Management Section  
電話番号 Phone 046-828-6959  
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : Civilian Personnel Liaison for MLC 軍電 (DSN) 243-8652

PD No.: USNH-3127-003

PD is accurate and current. Certified by Activity: tt

HRO: yk 3/26

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.